

DELAWARE JUDICIARY
NON-MERIT POSITION
POSTING NUMBER – AOC0903N05

OPENING DATE: 10/3/05

CLOSING DATE: 10/18/05

JOB TITLE: ADMINISTRATIVE SPECIALIST II

SALARY RANGE: \$25,619 Min - \$32,024 Mid PG/8*

LOCATION: Delaware Nursing Home Residents Quality Assurance
Commission
Wilmington

*Salary applicable for this position is based upon the qualifications of the individual applicant.

NATURE AND SCOPE: This is the second level administrative specialist work organizing and coordinating administrative activities in support of a variety of operational areas. Positions assigned to this level report to a manager or administrator typically responsible for a program area involving several functional areas or a statewide program operating from a central office for which the incumbent performs support services of a diverse and complex nature.

MINIMUM QUALIFICATIONS: Applicants must show in the application, education, training and/or experience in each of the following areas. Failure in any one area will **result in a rating of "Not Qualified"**. (Resumes, transcripts, and training certificates may be included as supporting documentation. **Resumes may not be substituted for the application.**)

1. Experience in using standard computer software programs for word processing, spreadsheets or databases.

Qualified applicants will have experience in creating and maintaining documents using standard word processing and spreadsheet, database or graphics computer software packages including data input, storage, retrieval and manipulation/query. Qualified examples include experience working as an Administrative Specialist I or II, Office Manager, Administrative Assistant, Administrative Secretary or Legal Secretary.

2. Experience in coordinating office activities.

Qualified applicants will have experience in filing/record maintenance, tracking and following up on assignments to ensure work completion, coordinating meetings, travel and/or schedules. Qualified examples include experience working as an Administrative Specialist I or II, Office Manager, Administrative Assistant, Administrative Secretary or Legal Secretary.

3. Knowledge of report preparation to include collecting and compiling information from a variety of sources such as files, records, databases, customers, staff and others.

Qualified applicants have training or education in gathering information from more than one source, combining and compiling the data, and presenting the refined data in an organized manner such as graphs, charts or reports. Qualified examples include experience working with a manager or administrator responsible for putting together spreadsheets for reports, experience

developing power point presentations and experience putting together newsletters or training materials in presentation packets.

EXAMINATION REQUIREMENT (S): Applicants will be required to take a skill typing test using word-processing, spreadsheet or graphic software packages.

ADDITIONAL REQUIREMENT: Participation in Direct Deposit is a mandatory condition of employment with the State of Delaware effective January 1, 1996.

SPECIAL REQUIREMENT: ABILITY TO OBTAIN SECURITY CLEARANCE AS ISSUED BY STATE BUREAU OF IDENTIFICATION.

APPLICATIONS OBTAINED FROM AND RETURNED TO:

ADMINISTRATIVE OFFICE OF THE COURTS
500 N. King Street, Suite 11600
Wilmington, DE 19801-3734
SLC N210B

OR
Human Resources Office
Employment Services
401 Federal Street
Suite 5
Townsend Building
Dover, DE 19901
www.delawarestatejobs.com.

Human Resources Office
Employment Services
Carvel State Office Building
820 N. French Street
Wilmington, DE 19801

Human Resources Office
DTCC - Owens Campus
Georgetown, DE 19947

THE STATE OF DELAWARE
AN AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY EMPLOYER

THIS IS A CRIMINAL JUSTICE AGENCY; REVIEW OF THE APPLICANT'S CRIMINAL HISTORY RECORD MAY BE INCLUDED AS A PART OF THE HIRING PROCESS.

ACCOMMODATIONS ARE AVAILABLE FOR APPLICANTS WITH DISABILITIES IN ALL PHASES OF THE APPLICATION AND EMPLOYMENT PROCESS. PERSONS WITH DISABILITIES ARE ENCOURAGED TO CALL (302-255-2515) TO REQUEST AN AUXILIARY AID OR SERVICE.

FOR ADDITIONAL INFORMATION CHECK ONLINE [HTTP://COURTS.STATE.DE.US](http://COURTS.STATE.DE.US)